



CONTRACT AND GRANT COMPLIANCE OFFICER

NATURE OF WORK

Provides contract and grant compliance support to all departments, including the City's Purchasing Division, the acquisition of goods and services. Ensures all contracts and grants for all City departments are administered in compliance with local, State and Federal regulations. This position requires a great deal of legal knowledge and attention to detail in the drafting of contracts while maintaining and building positive relationships with vendors. The position also acts as the City's Equal Opportunity Compliance Officer.

DISTINGUISHING FEATURES

Work involves the responsibility for monitoring and enforcing adherence to city ordinances and policies as well as applicable state and federal laws regarding contracts let and obtained by the City of Rockford. Work also involves The function entails interpreting laws and regulations dealing with public contract compliance, , municipal procurement, and other matters of contract administration. The function also entails interpreting federal and state laws and regulations related to government grant administration and compliance.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Administers City of Rockford's contract and grant compliance program; ensures compliance with equal employment opportunity requirements, affirmative action, contract compliance, and grant compliance of city contractors and city government. Performs on-site review of city contractors, when applicable.

Investigates complaints relating to MWBE certification, equal employment opportunity, and affirmative action policies and practices of contractors and vendors; makes recommendation as to appropriate actions. Administers appeal process and takes steps to resolve disputes.

Assists in development and implementation of grant and contract compliance plan. Trains contractors and/or sub-awardees on equal employment opportunity, contract compliance, and grant compliance duties, responsibilities, and methods on how to comply with applicable ordinances.

Trains all City Departments on prevailing wage and grant compliance. Advise and support Purchasing Division on issues related to purchase orders for materials, supplies, contractual services and equipment for the City.

Acts as intermediary between City Departments and Contractors to assure compliance with Illinois Prevailing Wage Act Davis Bacon Act requirements.



Monitors hiring and employment practices, and pay practices of contractors, and materials and equipment procurement. Prepares comprehensive reports on contractor activities during execution of the contract.

Provides staff support to the Community Relations Commission, Purchasing Division, Legal Director, and the City Administrator. Recommends and assists in drafting changes to ordinances, policies, and rule changes when necessary and appropriate.

Reviews and analyzes financial, legal, and business documents, and gathers other necessary information to certify firms who meet legal definition of MBE/WBE.

Provides oral and written reports to appropriate city officials, committees and to appropriate state and federal agencies.

Establishes and maintains all files and reference systems for contractor and MBE/WBE data and documents. Assist with maintaining a directory for MBE/WBE.

Prepares grants on behalf of City Departments, assists City Departments by providing advice on grant compliance, and monitors and prepares reports in accordance with grant requirements. Manages City's registration to receive federal grants. Oversees internal grant approval and other grant-related procedures.

Monitors compliance with the City's WBE/MBE policy.

Other duties as established by City ordinance.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Works under the general supervision of the Legal Director and in cooperation with other departments. Work is reviewed by observation and annually for effectiveness of services provided and adherence to guidelines and requirements and overall results achieved.

SUPERVISION EXERCISED

Supervision is not a responsibility of this class, although functional direction may be exercised over program or support staff in connection with various activities of a program.



WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily in an office setting and is essentially sedentary with occasional walking, standing, bending, and carrying items less than 25 pounds such as papers and files. Work may require attending meetings and conferences, which involves traveling throughout the city.

SUCCESS FACTORS (KSAs)

Knowledge of government procurement laws and regulations.

Knowledge of equal employment opportunity laws and regulations related to government contracting and grant administration.

Knowledge of government grant regulations.

General knowledge of procurement techniques and strategies.

Knowledge of current and historic problems and issues facing Minority and Women owned businesses.

Knowledge of administrative/managerial principles, concepts, practices, and procedures.

Ability to answer inquiries and resolve complaints from aldermen, contractors, developers, and the general public in an effective, tactful, courteous manner.

Ability to establish and maintain effective working relationships with superiors, subordinates, employees of other city departments, City officials, consulting engineers, contractors, developers, and the general public.

Ability to analyze complex problems and develop workable solutions.

Ability to effectively communicate, both orally and in writing.

Ability to prepare and present detailed and complex written and oral reports.

Skill in the operation of a personal computer.



EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree and 3-5 years experience in grant and/or contract compliance. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

Juris Doctor preferred, but not required.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.

Residency Requirement:

Effective June 1, 2018 all newly hired employees, including newly hired Department Heads, shall live within the municipal boundaries of City of Rockford within six (6) months of their completion of their introductory period.

Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.